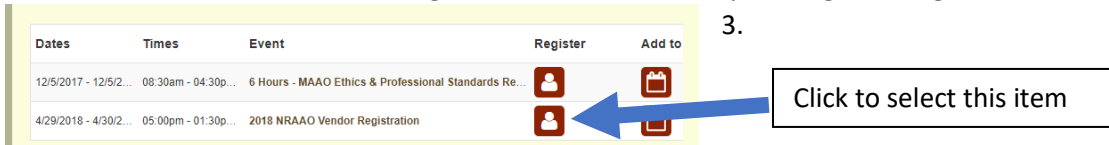


2018 NRAAO Vendor Registration Instructions

1. Log-in
 - a. For those organizations that have attended an MAAO event before, please begin by logging in to the MAAO portal at www.maa.org.
 - b. If you are new and do not have a profile in our system, please create a profile on the log-in page by using the “New Visitor Registration”. Any questions please, call Christine Purple at 774-249-8624.



2. Select the “2018 NRAAO Vendor Registration” from the list by clicking the “Register” button.



4. Please review the information provided on this page and then click the “Self-Registration” button at the bottom of the page.
5. Select which item you would like to register for then click “NEXT”:

2018 NRAAO Vendor Registration

Select Registration Fee

Please select the appropriate registration fee.

Vendors: If you are registering at the Presidential or Double Platinum Levels, please select the Sponsorship (\$0) value. If you are registering for a booth and adding an additional sponsorship, please select the Vendor Special or Vendor Display option.

Once the fee is selected, click the "NEXT" button at the bottom of the page to continue.

Select a registration fee for Christine Purple			
Name	MEMBER	NON MEMBER	Select
Vendor Special Value Package Price (available until 2/1/2018)	\$1,600.00	\$1,600.00	<input checked="" type="radio"/>
Vendor Display Booth Only	\$1,350.00	\$1,350.00	<input type="radio"/>
Sponsorship(without a booth)	\$0.00	\$0.00	<input type="radio"/>
Presidential Sponsor (includes Vendor booth, golf, banquet, etc...)	\$8,000.00	\$8,000.00	<input type="radio"/>
Double Platinum - Opening Reception 4/29 (includes Vendor Special Value)	\$4,000.00	\$4,000.00	<input type="radio"/>
Double Platinum - Awards Breakfast 4/30 (includes Vendor Special Value)	\$4,000.00	\$4,000.00	<input type="radio"/>
Double Platinum-Continental Breakfast 5/1& 2(includes Vendor Special Value)	\$4,000.00	\$4,000.00	<input type="radio"/>

- a. **Vendor Special Value Package Price** – is good until 2/1/2018. This includes the Vendor Booth Display items as well as a full-page ad in the program and 1 golf hole sponsorship. \$1,600.00
 - b. **Vendor Display Booth only** – which includes the booth for Sunday and Monday, the Sunday night Opening Reception, Monday Awards Breakfast, Monday’s Lunch with the Vendors and 2 conference registrations) \$1350.00
 - c. **Sponsorship (without a booth)** -this is for vendors that do not wish to have a booth at the Conference, but wish to sponsor the event. You will select your sponsorship level on the proceeding screens. - \$0.00
 - d. **Presidential Sponsor** – this sponsorship level will provide you with everything you would get if you registered for a Vendor Special Value Package but also will provide you with first choice of where you would like your booth, a table at the banquet on Wednesday evening as well as 4 golf registrations. \$8,000.00
 - e. **Double Platinum – Opening Reception 4/29** – is a sponsor of the NRAAO Welcoming Reception being held on Sunday, April 29th. You will also receive a Vendor Special Value Package with this registration.
 - f. **Double Platinum – Awards Breakfast 4/30** – is a sponsor of the Monday Morning Awards Breakfast. You will also receive a Vendor Special Value Package with this registration.
 - g. **Double Platinum – Continental Breakfast 5/1 & 2** – is a sponsor of the Tuesday and Wednesday Continental Breakfast. You will also receive a Vendor Special Value Package with this registration.
6. The next screen is just a screen used for the registration to identify your registration information, please just click “NEXT”. (If you are a member of the MAAO and represent your organization, you will need to toggle between your organization name and your name.)
 7. The next screen is for other Sponsorship opportunities. Please note that there are two pages of opportunities – you will need to click the 2 to see the rest. If you wish to add something to your registration OR if you are just registering for Sponsorship opportunities, please click the box next to the item you wish to purchase. If you would like more details, click on the name of the item. Once you have select your item click “NEXT”. IF YOU DO NOT WISH TO ADD ANYTHING ADDITIONAL, JUST CLICK “NEXT”

The screenshot shows a web interface for selecting sponsorship opportunities. At the top, there are input fields for 'Name' and 'Keywords', and a 'Search' button. Below this is a table with columns for 'Session', 'Starts', 'Ends', 'Type', 'Fee', and 'MEMBER / NON MEMBER'. The table lists various sponsorship options such as 'Program Book Ad - Full Page Black & White', 'Platinum Sponsor - Conference Attendee WiFi Access', and 'Gold Sponsor - Banquet Entertainment'. Each row has a small checkbox in the 'MEMBER' column. At the bottom of the table are buttons for 'Previous', 'Cancel', and 'Next'.

Session	Starts	Ends	Type	Fee	MEMBER	NON MEMBER
Program Book Ad - Full Page Black & White	3:30pm	3:31pm	Social	\$400.00	<input type="checkbox"/>	\$400.00
Program Book Ad - Full Page Color (inside front or back cover)	3:40pm	3:41pm	Social	\$500.00	<input type="checkbox"/>	\$500.00
Program Book Ad - half page B&W	3:45pm	3:46pm	Social	\$250.00	<input type="checkbox"/>	\$250.00
Program Book Ad - quarter page B&W	3:50pm	3:51pm	Social	\$125.00	<input type="checkbox"/>	\$125.00
Program Book Ad - business card B&W				\$50.00	<input type="checkbox"/>	\$50.00
Platinum Sponsor - Conference Attendee WiFi Access 4/29-5/2/2018	5:00pm	5:01pm	Social	\$2,000.00	<input type="checkbox"/>	\$2,000.00
Platinum Sponsor - Ice Cream Social 5/2/2018	5:10pm	5:11pm	Social	\$2,000.00	<input type="checkbox"/>	\$2,000.00
Platinum Sponsor - Golf Tournament 5/1/2018 (includes 4 golf registrations)	5:20pm	5:21pm	Social	\$2,000.00	<input type="checkbox"/>	\$2,000.00
Gold Sponsor - Banquet Entertainment - 5/2/2018	6:00pm	6:01pm	Social	\$1,500.00	<input type="checkbox"/>	\$1,500.00
Gold Sponsor - Registrant Gift Sponsor	6:10pm	6:11pm	Social	\$1,500.00	<input type="checkbox"/>	\$1,500.00

Please review both pages of Sponsorship Opportunities

If you click on the item, it will give you more details

Click on the box next to the item to select it.

8. The next screen shows the Confirm & Submit Registration screen. This shows what you are about to purchase. Take a moment to review what you have in the cart. If it says “FREE” you have not selected anything and will need to start this process over. Once you are comfortable with what you have selected, click the “Register Now” button on the lower right corner.

The following is an example of what the screen will look like:

Event Registration Wizard

REGISTER ENTER INFO PICK SESSIONS CONFIRM

2018 NRAAO Vendor Registration
Confirm & Submit Registration

Please confirm the selected information below and click the **REGISTER NOW** button.

Please note that cancelations must be received as stated on the event flyer in order to receive a refund or to not be billed for the event.

Printer friendly version does not complete the registration process!!

Please continue to the next step. To change registration information below, click the PREVIOUS button to go back.

Printer Friendly Version

■ Event: 2018 NRAAO Vendor Registration 4/29/2018 05:00pm - 4/30/2018 01:30pm

Main Registration - Christine Purple

Badge Name: Christine		\$1,600.00
● Session: Silver Sponsor - Opening Reception Entertainment Sponsor -4/29/2018	Apr 29, 2018 7:30 pm - Apr 29, 2018 7:31 pm	\$1,000.00
		Subtotal: \$2,600.00

« Previous Cancel Register Now

9. This next screen allows you an additional opportunity to review what you have in your cart. You can edit your cart by either clicking the red x to delete the item or to click the “Continue Shopping” button which will bring you into a different area that will allow you to add something else to your cart. Once you feel that you are all set with your choice, click the “Check Out” button.

Shopping

Ms. Christine Purple - Regular Membership, Expires 6/30/2018 [View Membership] [Logout]

Shopping Cart

Update Cart Empty Cart Continue Shopping Check Out

Source Code: Click on the [X] to remove item from your shopping cart.

Remove	Item	Quantity	Item Price	Price
X	2018 NRAAO Vendor Registration Event Main Registration, Badge Name: Christine	1	\$1,600.00	\$1,600.00
X	Silver Sponsor - Badge Holders Session Main Registration, Badge Name: Christine	1	\$1,000.00	\$1,000.00
Subtotal				\$2,600.00

Discount Code: Apply Discount

Update Cart Empty Cart Continue Shopping Check Out

10. The next screen is how you will pay for your purchase. Please review. If you wish to pay by credit card, enter the information on the right-hand side of the screen. If you wish to pay by check, please toggle the Payment Information button to say, “Mail My Check”. You are also have the ability to add an additional person to receive this purchase confirmation. Click “Purchase Now”

Checkout

Purchase Details

PAYMENT OPTIONS: The MAAO is now accepting credit card purchases. Under Payment Information you will need to either select "Credit Card" or "Mail My Check".
*****PLEASE NOTE***** Please do not edit the "Bill to Work Address", as this will alter our database. If you are billing to a different community (i.e. you work in more than 1 community and the one that is paying is different than the one you are connected to in the database) please use the "Bill to Alternate Address" field. If you need to change your Community or the address listed for the Community, please contact Christine Purple at adminasst@maao.org.
 Please review the information below and submit your purchase by clicking on the purchase now button.

Billing Address
 Christine Purple
 PO Box 70
 Shrewsbury MA 01545
 United States
 (774) 249-8625
 adminasst@maao.org

Change

E-mail and Social Confirmations

Send a confirmation email to my primary email address:
 adminasst@maao.org

Send a confirmation e-mail to an additional address:

Purchase Summary **Items in Cart**

Current Purchases: \$2,600.00
 Taxes: \$0.00
 Shipping: \$0.00
Total: \$2,600.00

Payment Information

* Payment Information: Credit Card

* Card Number:
 * Credit / Debit: Credit

* Card Expiration Date: January(01) 2017

* Cardholder's Name: Ms. Christine Purple

This is a Corporate Card

Additional Confirmation

Payment Information

Total: \$2,600.00

* Payment Information: Mail My Check

An order with a balance due will be created.

Back to Cart Purchase Now

11. The next screen shows that you have completed this purchase

Purchase Submitted
 Thank you for your registration! You will receive an email confirming this registration. This email is the bill to be submitted to your accountant for payment.

Your confirmation number is: **8500750** [Printer Version](#)

Billing Address	Purchased By
Christine Purple PO Box 70 Shrewsbury MA 01545 United States (774) 249-8625 adminasst@maao.org	Ms. Christine Purple Customer ID: 674170 (Organization: Massachusetts Association of Assessing Officers) (774) 249-8625 adminasst@maao.org

Items in Cart	Payment																								
<table border="1"> <thead> <tr> <th>Shopping Cart Items</th> <th>Amount</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2018 NRAAO Vendor Registration</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Main Registration - Badge Name: Christine</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fee Type: Vendor Special Value Package Price (available until 2/1/2018)</td> <td>\$1,600.00</td> <td>1</td> <td>\$1,600.00</td> </tr> </tbody> </table>	Shopping Cart Items	Amount	Quantity	Total	2018 NRAAO Vendor Registration				Main Registration - Badge Name: Christine				Fee Type: Vendor Special Value Package Price (available until 2/1/2018)	\$1,600.00	1	\$1,600.00	<table border="0"> <tr> <td>Total:</td> <td>\$2,600.00</td> </tr> <tr> <td>Payment:</td> <td>\$0.00</td> </tr> <tr> <td>Balance:</td> <td>\$2,600.00</td> </tr> <tr> <td>Payment Method:</td> <td>Mail My Check</td> </tr> </table>	Total:	\$2,600.00	Payment:	\$0.00	Balance:	\$2,600.00	Payment Method:	Mail My Check
Shopping Cart Items	Amount	Quantity	Total																						
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Total:	\$2,600.00																								
Payment:	\$0.00																								
Balance:	\$2,600.00																								
Payment Method:	Mail My Check																								

Event

Silver Sponsor - Badge Holders			
Main Registration - Badge Name: Christine			
Fee Type: Silver Sponsor - Badge Holders	\$1,000.00	1	\$1,000.00

Session

Current Purchases Amount	\$2,600.00
Taxes	\$0.00
Shipping	\$0.00
Current Purchases Total	\$2,600.00

12. You will receive an email that will confirm your purchase, please look in your spam filter if you do not receive this email. The MAAO will also receive a copy of this registrations.

US001 / 1/18/2018 11:23 AM

Purchase Submitted

Thank you for your registration! You will receive an email confirming this registration. This email is the bill to be submitted to your accountant for payment.

Your confirmation number is: **8500750**

Billing Address
 Christine Purple
 PO Box 70
 Shrewsbury MA
 01545
 United States
 (774) 249-8625
adminasst@maao.org

Items in Cart

Shopping Cart Items	Amount	Quantity	Total
2018 NRAAO Vendor Registration			
Main Registration - Badge Name: Christine			
Fee Type: Vendor Special Value Package Price (available until 2/1/2018)	\$1,600.00	1	\$1,600.00

Event

Silver Sponsor - Badge Holders			
Main Registration - Badge Name: Christine			
Fee Type: Silver Sponsor - Badge Holders	\$1,000.00	1	\$1,000.00

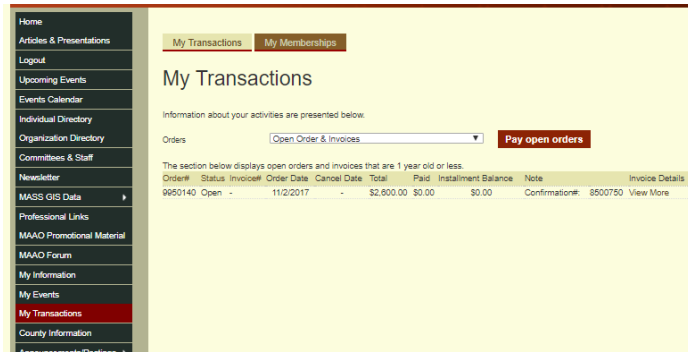
Session

Current Purchases Amount	\$2,600.00
Taxes	\$0.00
Shipping	\$0.00
Current Purchases Total	\$2,600.00

Purchased By

Ms. Christine Purple
 Customer ID: 674170

13. If you are unsure as to what you purchased or want to make sure that you had completed this purchase, you can click on “My Transactions” on the right-hand side tool bar to see your purchase.



If you should have any questions at any time while you are registering, please contact Christine Purple at adminasst@maao.org or 774-249-8624.